

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0631***

**FLSA: Exempt**

**CLASSIFICATION TITLE: PLANT OPERATIONS SUPERVISOR - LIQUIDS**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work functions associated with overseeing liquid phase unit processes of the wastewater treatment plant, collection system pumping stations, and flood control systems.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees operation of the liquid phase unit processes in the wastewater treatment plant, collection system pumping stations, and flood control systems to meet prescribed standards and to prevent loss of property and lives during flooding.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with supervisor, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; provides direction, advice, and technical expertise.

Conducts staff training in operational techniques and procedures; conducts cross-training among department positions.

Organizes and prioritizes department workload; schedules manpower, supplies, and utilities to complete workload; makes work assignments; monitors status of work in progress; inspects completed work.

Coordinates department work activities with staff members, other departments, contractors, vendors, outside agencies, or others as needed.

Coordinates, monitors, and inspects work performed by outside contractors.

Assists in monitoring and inspecting plant equipment and operations for safety, maintenance and proper process operations; troubleshoots problems or makes adjustments as appropriate.

Develops department operating procedures; ensures implementation of operational plans and procedures; updates operational plans and procedures; implements operational changes as needed.

Develops and implements process control sampling programs as needed.

Reviews and analyzes logs, data sheets, and laboratory data recorded by staff members; adjusts processes as appropriate.

Evaluates the effectiveness of unit processes.

Recommends and implements changes to improve efficiency and effectiveness; evaluates feedback from staff members relating to operating conditions.

Ensures appropriate maintenance of departmental equipment; coordinates preventive/corrective maintenance program activities with other department personnel, outside contractors, vendors, or other individuals to minimize downtime of process equipment; ensures proper startup of new and existing equipment.

Maintains inventory of chemicals, supplies, tools and equipment; initiates orders for new or replacement materials.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Generates manual and/or computerized reports; analyzes data and identifies trends; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in developing and implementing departmental budget; monitors expenditures.

Prepares or completes various forms, correspondence, reports, logs, work orders, schedules, performance appraisals, and other documents.

Receives various forms, reports, logs, data sheets, charts, diagrams, invoices, laboratory reports, incident/accident reports, blueprints, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs.

Communicates with supervisor, employees, other departments, consulting engineers, vendors/suppliers, contractors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints about odors; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Attends meetings as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Conducts plant tours as needed.

Responds to complaints about odors; provides information, researches problems, and initiates problem resolution.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Civil Engineering, Chemistry, Sanitation, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes water/wastewater treatment plant operations at a supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Grade IV Wastewater Treatment Plant Operator Certification. Must possess and

maintain valid Grade II Wastewater Collection System Operator Certification. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, drowning, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.